Maryland Department of Health and Mental Hygiene

Mental Hygiene Administration • Spring Grove Hospital Center • Dix Building
55 Wade Avenue • Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Brian M. Hepburn, M.D., Executive Director

MEMORANDUM

TO:	Community Mental Health Programs regulated under COMAR 10.21.17
FROM:	Brian Hepburn, M.D., Executive Director, MHA
RE:	FY 2012 Salary Survey and Financial Audit Submission
DATE:	December 3, 2012

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The annual submission of financial statements and salary information is required by regulation as well as by statute (see *Health General Article, §10-901.1, COMAR 10.21.17.06A(2)*. The MHA has legal authority to impose a penalty, not to exceed $500 per day, per violation for each day a violation occurs on an approved or licensed provider that fails to comply with the MHA regulatory requirement.

The Community Services Reimbursement Rate Commission (CSRRC) is legally mandated to assess and develop the basis for calculating annual reimbursement rates for community mental health and developmental disabilities providers. The statutory authority for the CSRRC can be found in Md. Code Ann. Health–Gen. Article §13-801 *et seq*. The CSRRC obtains the underlying data to perform its work through the Mental Hygiene Administration and directly from providers, as stipulated in the following sections of Maryland law.

Md. Code Ann. Health-Gen. Article §10-901(1)
Financial statements and salary information
   (a) Submission of financial statements and salary information. -- A community mental health services program shall submit annually financial statements and salary information in accordance with the Department's regulations.
   (b) Penalty. -- The Administration may impose a penalty not exceeding $ 500 per day per violation for each day a violation occurs on a licensee that fails to comply with subsection (a) of this section."

COMAR Title 10 – Department of Health and Mental Hygiene
Subtitle 21 Mental Hygiene Regulations
Chapter 17 Community Mental Health Programs—Definitions and Administrative Requirements

10.21.17.06 Collaboration with Core Service Agency (CSA).
   The program director shall:
   A. Submit annually to the CSA, or, when providing services in multiple jurisdictions, the lead CSA, and the Community Services Reimbursement Rate Commission, an annual summary that, at a minimum, includes:
      (1) Relevant financial statements or documentation and results of a financial audit;
      (2) Wage and benefit information for each job classification, including, but not limited to:
         (a) Administrative staff;
         (b) Supervisory staff;
         (c) Clinical staff; and
         (d) Direct care staff;
      (3) Other information deemed necessary by the Department and the Community Services Reimbursement Rate Commission;

Your **FY 2012** audited financial statement and salary survey information are due to the Mental Hygiene Administration no later than **January 31, 2013**. Surveys must be submitted in Excel and financial statements should be in MS Word form. **Hard copies, faxes, and pdf files will not be accepted**. Survey forms and instructions may be downloaded from: Value Options, www.maryland.valueoptions.com, or MHA www.dhmh.maryland.gov/mha websites and saved to your computer. Once you have entered the data into the Excel spreadsheet, please save a copy for your records and send the completed file, along with your financial statement, via email to Jenny Howes at dhmh.adultservices@maryland.gov. Receipt of your information will be confirmed in writing via e-mail within five business days.

If you have any questions please contact Ms. Howes at 410.402.8319 or the e-mail address above. Thank you for your attention to this matter.

cc: Daryl Plevy
        Stacey Diehl
        Marion Katserles
        Jenny Howes
        Marc Reiner, ValueOptions
        Jillian Aldebron, Community Services Reimbursement Rate Commission
        John Talbot, Open Minds
        Maryland Association of Core Services Agencies